

**LOCAL GOVERNMENT FIRE PROTECTION
AGREEMENTS-DAO
(1987)**

3627

Purpose/Use: Process Detail of Costs for Services Furnished, AO-17, for billing.

Reference/Authority: Accounting Procedures Handbook, Sections 3624 and 3626.

Source: Administrative Units.

Forms/Related Documents: Agreement;
Detail of Costs for Services Furnished, AO-17;
Invoice, AO-223A.

Due Date(s): Monthly.

Distribution: See procedures.

Monthly, administrative units prepare and forward two copies of Detail of Costs for Services Furnished (AO-17) to DAO-Accounts Receivable. Upon receipt:

- Date Stamp AO-17 and write date received in AO-17 log.
- Pull agreement from file and audit to determine that all necessary information has been provided and is correct per the agreement. See Accounting Procedures Handbook, Section 3626.
- Audit for mathematical accuracy.
- Place AO-17 in pending file.

Quarterly, prepare Invoice (AO-223A) to bill local governments for quarter.

- Prepare three sets of AO-17s to be billed. Staple original of AO-223A to one set, and one copy of AO-223A to each of the remaining sets. Forward all to RO of region in which local government is located.
- Distribute remaining copies of AO-223A and AO-17s as follows:
 - Fourth copy of AO-223A and original of AO-17 to related agreement file.
 - Fifth copy of AO-223A to DAO-Fund Accounting - Revenue.

- Sixth copy of AO-223A to DAO-Accounts Receivable - Cashier.
- Seventh copy of AO-223A filed alphabetically by vendor name in invoice file.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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